



MAIN STREET PROGRAM

**CITY OF SEGUIN - TRADE DAYS APPLICATION
SATURDAY, April 30, 2022, 10:00 AM – 3:00 PM**

Cost per 10'x10' booth:

**Arts & Craft Vendors: \$45 without electric; \$50 with electric
Food Vendors: \$70 without electric; \$75 with electric
PAYMENT IN FULL IS DUE - NO EXCEPTIONS!!!**

Name of individual/business: _____

Contact Person: _____

Mailing address _____

City _____ State _____ ZIP _____

Email address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Fax: (____) _____

Texas Sales and Use Tax Permit Number: _____
(COPY OF PERMIT MUST BE ATTACHED)

Check your preference on receiving booth confirmation (**WILL BE SENT ONE WEEK PRIOR TO EVENT**):
Email Mail

Arts and Craft Item(s) to be sold:

Food Items to be sold: (FOOD VENDORS are limited to selling four food items; Potential to sell more if there is a lack of food vendors. All items must be approved by City staff. Do not include beverages as one of the three food items):

- 1) _____ 2) _____
- 3) _____ 4) _____

BEVERAGES: _____

Number of booths requested: _____ *Electric: Yes No

***Refer to vendor guidelines for electrical outlet access. Please list items to be plugged into outlets:**

If you require more than 110 outlets you must provide a 14-gauge, three prong extension cord and plug into the electric panels.

Vendor applications will be accepted on a “first-come, first-served” basis with selection based on merchandise to be sold, receipt of a signed and complete application, payment and the following:

- **All vendors must submit a copy of their Sales Tax Permit – for further information see attached Trade Days Vendor Guidelines.**
- **Food vendors selling canned or prepackaged food not prepared on site must submit a copy of their Food Manufacturer License or Cottage Food Handlers Permit along with a copy of package labeling – for further information see attached “Temporary Food Establishments” Guidelines.**
- **IRS 501(c)(3) non-profit organizations must provide proof of exemption.**

If your application is denied it will be returned to you within 14 - days from the date received by the city, otherwise your application has been accepted.

Vendor releases and holds harmless the City of Seguin and acknowledges that the City of Seguin is not responsible for loss or damage, or for any personal injuries to booth workers. I have read, understand and agree to abide by the attached vendor guidelines.

Signature: _____

Date: _____

TRADE DAY VENDOR GUIDELINES

In order to ensure the integrity of our show the Seguin Main Street Program has adopted Vendor Guidelines and “Temporary Food Establishment” Requirements for Trade Days. All vendors participating in the show agree to abide by the Vendor Guidelines and “Temporary Food Establishment” Requirements as set forth below. Vendors not following these guidelines may be excluded from participating in future shows.

DESCRIPTION OF ITEMS TO BE SOLD: In order to ensure a good mix of merchandise, vendors selling the same or similar merchandise will be limited. List and describe items to be sold on the application. For example, this could be *antiques, hand-made jewelry, barn wood crafts, live plants, purses, art, clothing, canned or prepackaged food, etc.* Vendors will only be allowed to sell items listed on the application unless prior approval has been received from the Main Street Program staff.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at Trade Days. No silly string, fake switchblades, fake cigarettes, poppers, matchstick poppers, rice confetti, cascarones or anything that would produce an undue litter problem or public safety hazard can be sold. No glass beverage containers are allowed.

VENDOR SELECTION: Vendor applications will be accepted based on merchandise to be sold, receipt of a signed and complete application along with payment. Applications are accepted on a “First-Come, First-Served” basis. Vendor selection will be limited at the discretion of staff to ensure that a range of price and variety of merchandise is offered. Preference will be given to vendors who have items for sale during Trade Days and for hand-made one-of-a-kind items. If denied your application and payment will be returned to you within 14 days from the date received by the city.

FEES FOR ARTS AND CRAFT VENDORS: \$45 for a 10’ x 10’ booth space with no electric; \$50 for a 10’ x 10’ booth space with ONE OUTLET on a 110-duplex plug*.

FEES FOR FOOD VENDORS: \$70 for a 10’ x 10’ booth space with no electric; \$75 for a 10’ x 10’ booth space with ONE OUTLET on a 110-duplex plug*. This amount includes a \$25 Temporary Food Permit fee which is non-refundable. The application for the Temporary Food Permit will be forward to the Permits Department for processing. Once the permit has been issued you will receive by email. The permit must be displayed the day of the show.

PAYMENT: Payment in full is due - NO EXCEPTIONS!! Check or money order must be payable to City of Seguin, P.O. Box 591, Seguin, Texas 78156. Fees and deposits are non-refundable unless written cancellation is received at the Seguin Main Street Office at least 21-days prior to the show. The \$25 Temporary Food Permit included in the fee is non-refundable.

FOOD VENDORS: Food vendors must complete and return the attached Temporary Food Permit Application and return with the Trade Days Application. All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors selling food not prepared on site must submit a copy of their Food Manufacturer License from the Texas Department of State Health Services or a copy of your Cottage Food Handlers Permit. The link for the Food Manufacturer License and Cottage Food Law is www.dshs.state.tx.us ; just type either Food Manufactures General Information or Cottage Law in the search box at the top or call 512-834-6626. For additional guidelines please see the attached “Temporary Food Establishment Guidelines”.

ELECTRICAL OUTLETS: Electricity is limited to certain locations. It is available on a “First-Come, First-Served” basis. Only one (1) outlet on a 110 duplex plug is available per booth space. IT IS IMPERATIVE THAT THE OUTLET(S) NOT BE OVERLOADED. Use of hot plates, crock pots, toaster ovens, and warmers, etc. is not recommended as electrical outlets do not work well with devices that have heating elements. The use of these devices requires special approval and must be indicated on the application. If a problem with an electrical outlet develops IMMEDIATELY notify the staff person on duty. For those of you who require more than 110 outlets you must provide a 14 gauge, three prong extension cord and plug into the electric panels.

WATER: There are no water spigots available; VENDORS MUST BE SELF-CONTAINED.

SALES TAX ID: Vendor is responsible for collecting and reporting 8.25% sales tax collected in Seguin, Guadalupe County. ALONG WITH THE APPLICATION YOU MUST SUBMIT A COPY OF YOUR SALES TAX PERMIT WHICH MUST ALSO BE DISPLAYED IN YOUR BOOTH THE DAY OF THE SHOW. PERMITS CAN BE ACQUIRED THROUGH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS OFFICE AT THE FOLLOWING WEBSITE <http://www.window.state.tx.us/taxinfo/sales/> or call 1-800-252-5555.

SET UP/ARRIVAL DEADLINE: Vendors MUST arrive at their assigned booth no later than 9:00 a.m. or the booth will be reassigned. NO EXCEPTIONS! When you arrive unload your vehicle immediately and move your vehicle to allow other vendors access to their booths. Vendor agrees to provide their own tables, chairs, tent, canopy and necessary equipment and be responsible for booth operations. No stakes will be allowed in the ground or on the street. No tarps or carpets may be placed on the grass. All food vendors must abide by the Food Vendor Guidelines and the attached “Temporary Food Establishment” Requirements. Vendor spaces are marked on the curb or street. Vendors must stay within the space marking and are guaranteed a 10’ x 10’ space unless specifically indicated. Vendors are not allowed to place merchandise, etc. in front of their booth which block visibility or access to the booths next to theirs. Vendors will receive a confirmation one-week prior to show. Vendor agrees to be set up by 10:00 a.m. and to remain until 3:00 p.m. Absolutely no vehicles are allowed in the Trade Show area during operating hours.

VENDOR TEARDOWN: Vendor must remain set up until 3:00 p.m. Vendor agrees to remove all items by 5:00 p.m. ALL TRASH, INCLUDING EMPTY BOXES AND PACKING MATERIALS, MUST BE DISPOSED OF IN THE LARGE DUMPSTER LOCATED IN THE 200 BLOCK EAST DONEGAN STREET. THE AREA MUST BE LEFT IN THE SAME CONDITION THAT IT WAS FOUND.

INSURANCE/HOLD HARMLESS: Vendor releases and holds harmless the City of Seguin. Vendor acknowledges that the City of Seguin is not responsible for loss or damage or for any personal injuries to booth workers.

CANCELLATION: If event is cancelled by the City of Seguin due to bad weather or any other catastrophic occurrence no refunds will be granted. A full refund is available if written notification is given 21-or more days prior to the show. The \$25 Temporary Food Permit fee is non-refundable.

VENDOR PARKING: Vendors are required to park at least TWO BLOCKS away to free up convenient parking for shoppers. Parking is available at the City Hall parking lots located at the corner of River and Mountain Streets. A parking flyer with a map will be provided with your booth confirmation.

REVISED: 4-27-2021 - GUIDELINES SUBJECT TO CHANGE

CITY OF SEGUIN/MAIN STREET PROGRAM

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. The Texas Food Establishments Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and Other Meats-145°F. Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. Bake sale items shall be limited to religious or charitable organizations. Religious or charitable organizations are required to show proof of not-for-profit status. Vendors who have canned and or packaged products prepared must have a state food manufacturer license from the Texas Department of State Health Services. Contact information for the Department of State Health Services is 512-834-6626. If you are participating as a Cottage Law Vendor the law states: An individual who operates a cottage food production operation must successfully complete a basic food safety education or training program for food handlers accredited under **Health and Safety Code, Chapter 438(D)**. You are required to submit a copy of your Food Handlers License/Permit along with a copy of your package labels with the following information: the name and address of the cottage food operation; name of the product, if it is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk or wheat, that ingredient must be listed on the label; and the follow statement: This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department”; all labels must be legible.

EQUIPMENT: Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils. Single service articles must be provided.

FEE: Food vendors required to complete the attached Temporary Food Permit Application and submit with the Trade Day Application. The \$25 fee is included in the booth fee and is non-refundable. Main Street will process the Temporary Food Permit on behalf of the vendor. Once processed the Permits Department will either mail or email directly to the vendor.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections that may transmit food borne illness. Hands shall be washed as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and sanitary towels shall be provided for hand washing. Use of tobacco is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided. Grease must not be disposed of in trash cans; it must be removed from park.

BOOTH CONSTRUCTION: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate

consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors selling food not prepared on site must submit a copy of their Food Manufacturer License from the Texas Department of State Health Services. Their contact information is as follows, www.dshs.state.tx.us or call 512-834-6626. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the City. Ceilings over food preparation areas shall be constructed to protect against weather. Doors walls and screening may be required to restrict the entrance of flying insects.

ADVISORY: Section 229.170 of the Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules.”



PLANNING & CODES

Application for Temporary Food Permit

Name of Organization: _____

Address: _____

Phone Number: _____

Person in Charge: _____

Address: _____

Phone Number: _____

Email: _____

Is this a **profit** or **non-profit** event? If this is a non-profit event, we require a letter from a non-profit organization to who will be sponsoring this event.

Location of event: **Central Park, 201 S. Austin Street, Seguin, Texas 78155**

Date of event: **Saturday, April 30, 2022 (Trade Days)**

Number of vendors at the event (please attach a list of vendors): _____

Types of food being sold: _____

Signature of applicant: _____

Date: _____

Permit Fee is \$25.00 for each vendor

Permit Amount Paid: _____

Main Street Administration Office

Approved By: _____

Date: _____